



The King County Superior Court Clerk's Office

presents

Establishing Your Own Electronic Court Records System

October 28-30, 2008 in Seattle, WA
Washington Athletic Club – 1325 6th Avenue, Seattle, WA
206-464-3055 or 1-800-275-3775 or visit their website: www.wac.net

Are you a Court or Clerk drowning in paper?
Are you serious about implementing an electronic solution??

If so, we'd like to help.

This intimate rigorous conference will include sessions on all the pieces necessary to implement a successful project, such as:

Developing a master plan,
Negotiating and contracting successfully,
Calculating the cost/benefit analysis and return on the investment,
Managing the business process changes and how to plan for them,
Partnering with stakeholders holders to ensure your success; and
Communicating the vision and your plan.

Best of all, the conference is free to attend!*

Please see attached information for registration materials and contact information.

*Excluding travel and lodging.

King County Superior Court Clerk's Office

**516 Third Avenue, Room E609
Seattle, WA 98104**

**Phone (206) 296-7844
www.kingcounty.gov/kcsccl**

The King County Superior Court Clerk will present a conference on Establishing Your Own Electronic Court Records System on October 28-30, 2008 in Seattle, Washington. This conference is designed for Courts and Clerks that have made the decision to move to electronic record keeping.

The conference focuses on how to: Develop a master plan; Negotiate and contract successfully; Calculate the cost/benefit analysis and return on the investment; Plan for and manage the business process changes; partnering with stakeholders holders to ensure your success; and communicate the vision and your plan.

Presenters at the conference will include experts from the Clerk's Office, judges, technologists, a technology contract attorney, and other major stakeholders who are part of King County's success. You will be invited on a tour of the operations. If you participate in this conference you will be entitled to have an expert, or team of experts come to visit your site to talk directly with your potential team to answer questions specific to your implementation plan. This may be a judge, a technologist, a budget planner, operations manager, or any other expertise that you feel it would be valuable to have on-site for a period of time.

In light of the intimate nature of the conference and the high interest, we will be utilizing a specialized registration process. To register, please fill out the attached registration form and send via e-mail to ecr.conference@kingcounty.gov by September 16th with a list of people you would like to register on behalf of your jurisdiction. You will receive a confirmation email from us indicating your registration status. If there are more than 3 people that you would like to send, we can place additional names on a waiting list and will do our best to accommodate additional attendees as space allows.

There is no registration fee and many meals are included for the conference; however, travel and lodging expenses are your responsibility. A block of rooms have been reserved at the Washington Athletic Club in downtown Seattle, where the conference will take place. For more information about the Washington Athletic Club, please visit their website at www.wac.net.

The King County Clerk's Office is a 2008 Innovations in Government Award winner for their Electronic Court Records Program. The Harvard University's Ash Institute Innovations award program within the Kennedy School of Government identifies and promotes best practices and exemplary initiatives that can be replicated in other settings, providing public officials and senior executives with models for innovation at all levels and policy areas of American government. Prize money from the award pays for this conference.

If you have any questions regarding the conference, please email your questions to ecr.conference@kingcounty.gov. We look forward to seeing you on October 28th!

DRAFT Agenda

DAY ONE

Tuesday October 28, 2008

8:00 – 9:00

REGISTRATION AND COFFEE

9:00 – 9:45

Welcome & Introduction:

- Welcome to Seattle (a little about Seattle)
- Background on King County's ECR
- The Ash Institute Award
- Description of "consultant" availability

9:45 – 10:45

The Strategy of a Masterplan

- Masterplan development
- Breaking your project into manageable pieces

10:45 – 11:00

BREAK

11:00 – 12:00

Budgeting

- Overall cost of ECR
- The Paybacks
- Fees
- Cost Benefit Analysis
- Funding strategies
- Discussion

12:00 – 1:15

LUNCH

1:15 – 1:45

Introduction to Vendor Contracting do's and don'ts

- Deliverables based Contracting

1:45 – 2:15

Legal Considerations

- Electronic signatures
- State and Local court rules
- Statutes
- Privacy

2:30 – 2:45

BREAK

2:45 – 3:45

Business Issues

- Changing operations
- Getting buy in/Involving Staff
- Workflow processing
- Data tracking/reporting

DAY TWO

Wednesday October 29, 2008

8:30 – 9:00

Coffee & pastries

9:00 – 9:30

Opening Topic

9:30 – 10:30

Communications

- Internal/external
- Identifying the constituent groups
- CLE's, brown bags
- Articles

10:30 – 10:45

BREAK

10:45 – 12:00

Connectivity

- Working with other agencies
- Working with the public
- Training
- Signed protocol agreements
- ECR demonstrations

12:00 – 1:15

LUNCH

1:15 – 2:30

Technology Project Contracting

2:30 – 2:45

BREAK

2:45 – 3:45

Technology

- Business continuity
- Security
- Standards

3:45 – 4:30

Key Lessons Learned in King County

DAY THREE

Thursday October 30, 2008

8:30 – 9:00

Meet at King County Courthouse
COFFEE AND BREAKFAST PASTRIES

9:00 – 11:30

King County Clerk's Office Tour
ECR Demonstrations
Courtroom Visits

11:30 – 12:00

Closing/Evaluations/
Indicate if interested in "consultant"

Lodging Information

The King County Clerk's office has reserved a block of rooms at the Washington Athletic Club (WAC), 1325 6th Avenue, in Seattle, Washington. Please call 206-464-3055 or 1-800-275-3775 and mention that you're with the Electronic Court Records Conference to make your reservations. The Washington Athletic Club is offering rooms for our conference attendees at the government per diem rate of \$158.00. For more information about the Washington Athletic Club, please visit their website at www.wac.net.

All guest rooms at WAC offer the following amenities:

- Complimentary high-speed wireless Internet service in the guest rooms, as well as in the Sports Café and Lobby Lounge
- L'Occitane® toiletries, hair dryers, irons and full-size ironing boards in every room, as well as swabs, cotton balls, fluffy floor mats and convenience stools in all bathrooms
- Electronic scales in all bathrooms
- Coffeemakers with Fonté coffee and choice of teas in all rooms
- Fabulous monogrammed terry velour robes and plush fluffy towels
- Touch-screen CD alarm clocks with relaxation CDs
- Sumptuous bedding featuring fine linens, triple sheeting, premium mattresses, extra-thick mattress pads, feather blankets, custom duvet covers/bedspreads and a selection of feather and synthetic pillows
- Designer décor celebrating the history of the Club with a modernist accent, exemplified by custom-upholstered headboards, unique lighting and fabrics such as ultrasuede and silk with uptown color cues.
- Premium cable TV with channels, such as Starz, all-news cable network, etc.
- Selection of magazines in all rooms
- Selection of hardcover books in rooms
- Voicemail messaging and free local calls
- Environmentally oriented, occupant-sensing, electronic heating/cooling controls
- Umbrellas for use during your stay

Cancellation Policy: Please be aware that you must give notice by October 3 of any cancellation or you will be charged for first night's room and tax.